



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** February 16, 2018  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Vacant Positions
  - Maintenance Foreman; second interviews held February 15, 2018.
  - Maintenance Crewman; two applicants are in background.
  - Planning & Zoning Director position being advertised.

**Public Works**

- Projects:
  - Wrapping up water well project at Huebner well site. The well has been flushed and tested for safety this week, and is now in operation. The SCADA system is being connected this week, so that the new well can be automatically controlled.
  - Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and will now be sent to the Purchasing Agent for advertisement and bids. Will work with CPS to coordinate site work.
  - Cades Cove water and sewer main replacement project is being designed. Bids will be advertised and the results taken to Council in February for a March construction start date.
  - Year 1 street maintenance plans have been prepared and bids are to be advertised this month for a March start date (weather permitting).
  - The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, has started construction of the new gas mains. When they are ready to connect, they will shut off the valves at Wurzbach and Evers and on Poss at Bandera. There may be a strong odor of gas when that happens, but we will let everyone know closer to the date.
  - The Huebner at Evers traffic signal project has begun. The work is expected to take approximately one month to complete.
  - Working with Consultant Nelissa Heddin to review water rates and revenues over the past two years.
- Working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings and we will be meeting every Friday afternoon until completion.
- Working with contractor for LC-17 to keep residents informed of progress. The contractor is in the process of constructing sewer mains. Once that is complete, they will install the new water main.
- Getting quotes for capping the water well at 6530 Samaritan Drive – the first quote was \$16,000. Staff contacted the Edwards Aquifer Authority to see if a grant was available to perform this work; however,

they are only able to help with videotaping the column. We will now ask the EPA if they can help, as the well is close to the plume area. The home has been found to contain asbestos, so quotes will be collected for abatement. Once the abatement has been performed, the Police Department will perform some tactical training at the home, then the home will be turned over to the Fire Department for fire practice, and finally, Public Works will clean up the lot.

- Met with Park Commission last week to finalize park user fee increase. Will now present proposed fees to City Council.
- Fence contractor for Old Mill Park will start work this week to replace all the backyard fences around the perimeter of the park.

## **Police Department**

- Arrest
  - 1-22-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-22-18 – 6700 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
  - 1-22-18 – 6800 Bandera Rd. – Disturbance – Officer recovered a stolen handgun
  - 1-23-18 – NW Loop 410 @ Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-23-18 – 5700 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-24-18 – 6300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-24-18 – 8000 Lobo Ln. – Traffic Stop – One cited/released – Drug Paraphernalia
  - 1-25-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-25-18 – Cherryleaf @ Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-25-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-26-18 – 6600 Bandera Rd. – Crash – One arrested for DWI – Vehicle Impounded
  - 1-26-18 – 6900 Bandera Rd. – Emergency Detention – One arrested/released at hospital
  - 1-27-18 – 7100 Bandera Rd. – Emergency Detention – One arrested/released at hospital
  - 1-27-18 – 6900 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
  - 1-28-18 – 5600 Evers Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz.
  - 1-28-18 – 6600 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
  - 1-29-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
  - 1-29-18 – 6000 Bandera Rd. – Traffic Stop – One cited/released Vehicle Impounded
  - 1-30-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
  - 1-30-18 – 7200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 1-31-18 – 6900 Bandera Rd. – Public Intoxication – One arrested for offense
  - 1-31-18 – 4900 NW Industrial – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-01-18 – 6700 Bandera Rd. – Public Intoxication – One arrested for offense
  - 2-01-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 8000 Lobo Ln. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 6800 Cherry Leaf – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 7300 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-02-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-03-18 – 6900 Bandera Rd. – Public Intoxication – One arrested for offense
  - 2-03-18 – 5600 Bandera Rd. – Theft – One arrested for offense
  - 2-03-18 – 5900 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-03-18 – 6700 Poss Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-03-18 – 6700 Timberhill – Traffic Stop – One cited/released – Vehicle Impounded

- 2-04-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 2-04-18 – 5700 Bandera Rd. – Traffic Stop – One arrested on warrant – Vehicle Impounded
- 2-04-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
  - 1-22-18 – 6500 Halter Ln. – Burglary/Vehicle
  - 1-22-18 – 6300 Corn Planter – City Ordinance Violation
  - 1-22-18 – 5700 Wurzbach Rd. – Burglary/Vehicle
  - 1-22-18 – 6600 Bandera Rd. - Theft
  - 1-23-18 – 7500 Linkside – Damage to City Property - Bodycam
  - 1-23-18 – 6100 Bandera Rd. – Alarm
  - 1-23-18 – 6400 Evers Rd. – Loose dogs
  - 1-23-18 – 6300 Rue Sophie – Suspicious Circumstances
  - 1-23-18 – 6700 Joan Grona – City Ordinance Violation
  - 1-24-18 – 6900 Bandera Rd. - Theft
  - 1-24-18 – 6600 Cades Cove – Burglary/Vehicle
  - 1-24-18 – 5600 Wurzbach Rd. – Theft \$750-2500
  - 1-25-18 – 5900 Wurzbach Rd. – Assault/Family Violence – Bodily Injury
  - 1-25-18 – 6400 El Verde – Harassment
  - 1-25-18 – 6900 Bandera Rd. – Panic Alarm
  - 1-25-18 – 7000 Bandera Rd. – Hit and Run Crash
  - 1-25-18 – 6000 Grissom Rd. – Damage to Property
  - 1-26-18 – 5300 Wurzbach Rd. – Harassment
  - 1-26-18 – 7700 Deer Ln. – Harassment – Telephone
  - 1-27-18 – Wurzbach Rd. @ Bandera Rd. – Shots fired in the area
  - 1-27-18 – 7500 Link Meadow – City Ordinance Violation
  - 1-27-18 – 7700 Linkside – City Ordinance Violation
  - 1-28-18 – 5300 Brisa Estates – City Ordinance Violation
  - 1-28-18 – 6400 El Verde City Ordinance Violation
  - 1-29-18 – 6100 Bandera Rd. – Abandoned 911 call
  - 1-29-18 – 6500 Bandera Rd. – Damage to City Property
  - 1-29-18 – 6300 Bandera Rd. – Suspicious Vehicle
  - 1-29-18 – 7000 Bandera Rd. – City Ordinance Violation
  - 1-29-18 – 6100 Walking Gait – Suspicious Circumstances
  - 1-30-18 – 5600 Bandera Rd. – Harassment
  - 1-30-18 – 7000 Bandera Rd. – Suspicious Person
  - 1-30-18 – 6800 Poss Rd. – Suspicious Circumstances
  - 1-30-18 – 6600 Poss Rd. – Alarm
  - 1-30-18 – 6700 Bandera Rd. – Alarm
  - 1-30-18 – 6600 Sally Agee – Identity Theft
  - 1-30-18 – 6300 Locker Ln. – Damage to property
  - 1-30-18 – 6700 Timberhill – Fraud
  - 1-31-18 – 7000 Forest Grove - Runaway
  - 1-31-18 – 6200 Bandera Rd. – Theft
  - 1-31-18 – 5601 Bandera Rd. – Alarm
  - 1-31-18 – 6900 Forest Park – Suspicious Circumstances
  - 1-31-18 – 6100 Bandera Rd. – Found Property
  - 1-31-18 – 7000 Huebner Rd. – Theft < \$100
  - 1-31-18 – 6200 Grass Hill – Alarm
  - 1-31-18 – 6900 Forest Meadow – City Ordinance Violation
  - 1-31-18 – 7000 Forest Meadow – City Ordinance Violation

- 1-31-18 – 5600 Bandera Rd. – Theft < \$100
- 2-01-18 – 6700 Poss Rd. – Theft
- 2-01-18 – 6400 Evers Rd. – Theft
- 2-02-18 – 6800 Blacksmith – Assault/Family Violence
- 2-02-18 – 6300 Evers Rd. – Alarm
- 2-02-18 – 7100 Bandera Rd. – Alarm
- 2-02-18 – 5600 Bandera Rd. – Theft < \$100
- 2-03-18 – 6000 Bandera Rd. – Hit and Run Crash
- 2-03-18 – 5600 El Verde – Theft/Vehicle
- 2-03-18 – 5700 Wurzbach Rd. – Alarm
- 2-03-18 – 6000 Cammie Way – City Ordinance Violation
- 2-03-18 – 6300 Locker Ln. – City Ordinance Violation
- 2-03-18 – 6400 Evers Rd. – Suspicious Vehicle
- 2-04-18 – 5600 Bandera Rd. - Robbery
- 2-04-18 – 5700 Wurzbach Rd. – Alarm
- Traffic Citations – 128
- Warnings – 62
- Other – 2
- The Criminal Investigation Unit
  - Cases Filed Six (6)
    - 2 for Burglary of a Vehicle
    - 2 for Burglary of a Building
    - 1 for Sexual Assault of a Child
    - 1 for Theft Enhancement
  - Additional Activity
    - Assisted FBI with apprehension of a federal fugitive 6100 block Forest Wood. Suspect apprehended on February 2, 2018.
    - Recovered stolen gun from a Burglary of a Motor Vehicle.
    - Spoke with Grace Fellowship pastor about church security.
    - Briefed Motor Vehicle -Pedestrian Accident case with DA's office (determined no criminal action) closed.
    - Closed out an Assault and Sex Assault case due to non-compliant victim.
    - Registered two new sex offenders.
    - Worked on getting Loss prevention at HEB up to par on things needed to file at large cases.
    - Took four (4) written statements.
    - Created twenty four (24) evidence DVDs for the Bexar County District Attorney's Office.
- Training
  - Captain Saucedo is in training at the FBI National Academy from 01/03/18 through 03/16/18.
  - Cpl. C. Carrillo, FTO Officer J. Azar attended the Basic Supervisor training course at ACCOG 1/22-1/24.
  - Officers Rodriguez, Espinoza and Feliciano attended Crisis Intervention Training 1/22-1/26.
  - Officer Espinoza attended Crime Scene Investigation Training 1/29-1/31.
- Code Enforcement/Animal Control
  - Over the month of January, Animal Control picked up six (6) stray dogs that were eventually adopted out or transferred to the SA Humane Society. In addition, eight (8) dogs returned to their owners with a warning on violating the City ordinance on restraining their pets. The team picked up five (5) dead cats, eight (8) dead deer, one (1) dead raccoon, and two (2) dead skunks for disposal. They also made calls for two (2) missing dogs, two (2) missing cats, and had five felines trapped and released after being neutered.

- During the month of January, Code Compliance tagged and followed up on forty-one (41) junked/abandoned vehicles. They removed over two hundred (200) bandit signs, and handled seventeen (17) graffiti cases which have been painted over by the city or property management.
- Community Service
  - Participated in 33rd Annual Lone Star Cystic Fibrosis Tower Climb & Run along with Fire Department.
  - Two Officers received an award from the Jeep Nation in thanks for their assistance in raising money for a police officer who died in the line of duty.

### **Fire Department**

- **Mobile Data Technology installed at Fire Department!** – The fire department has installed computers in our fire engine, and ambulances. The integration of mobile data technology is a first for the department and will work to improve communication to Firefighter/Paramedics as they respond to emergencies. This communication includes information from the scene that is not normally available over radio transmissions; specific hazards, details related to patient conditions, and even notes from previous First Responders. The new technology also incorporates GPS enabling which makes other area resources more aware of our location.
- **Fire Investigation Training** – Assistant Fire Chief Wade and Deputy Fire Marshal Burnside attended the TEEX Fire Investigators training forum in Corpus Christi the 2<sup>nd</sup> week of February. The forum was held over three days and included discussions with the State Fire Marshal, and working with other local fire investigators to stay updated on techniques, laws, and more.
- **CERT Training** – Leon Valley Emergency Management completed the CERT course training with 17 graduates. Immediate plans for the team include; Storm Ready designation by the National Weather Service, Shelter training with the American Red Cross, and more. Storm Ready designation will work to support the City of Leon Valley’s CRS rating through FEMA, and more importantly helps communities meet best practices in storm preparedness.
- **New Fire Code review** – The department continues to work with neighboring jurisdictions on the final review of the amendments to the 2018 International Fire Code. The amendments are being reviewed in order to improve interoperability in application in design of buildings and complexes. The new adoption will improve service delivery and support our upcoming ISO survey. The complete final draft is scheduled to be completed at the end of February, 2018.
- **Teamwork with City Public Service** – The fire department has worked with City Public Service to develop response policies for; Down Power Lines, pole fires, and natural gas emergencies. This is the first time this local utility company has been included in policy development in the region. This work is now being shared throughout the region to help keep 1<sup>st</sup> Responders safe and create consistency in response for City Public Service. In addition, City Public Service has now been added to our own “box alarm” policy, to expedite their response and support to all structure fires.
- **Firehouse Subs Grant** – Leon Valley Fire Department applied for a fire prevention/education grant through Firehouse Subs (restaurant co.) The application is for 100% funding of a large inflatable fire safety education house. The department will be monitoring closely and hopes to report soon that the grant has been awarded.
- **Fall Prevention initiative** - As part of our new Fall Prevention initiative, we are hosting a free nutrition and health assessment class at our fire station on February 22<sup>nd</sup> at 9AM. The class is free and open to everyone. Dr. Sarah Ullevig from the University of Texas Health Science Center is our guest speaker, and she will be teaching attendees how they can live healthier and prevent falls. The department is also promoting the free Yoga classes being held at the Leon Valley library, March 4<sup>th</sup> through April 29<sup>th</sup>.

### **Community Development Department**

- Zoning Cases
  - A Zoning Commission meeting will be held on February 27, 2018, at 6:30 p.m. No completed

zoning case applications have been received as of January 30, 2018.

- Specific Use Permit No. 2017-281: a request from San Antonio Aquarium for the Construction and Operation of an “Entertainment – Outdoor” Facility, in a B-3 (Commercial) Commercial/Industrial Overlay Zoning District, generally located at 6320 Bandera Road. The Zoning Commission heard the case on January 23, 2018 and recommended denial. The public hearing was held before City Council on February 6, 2018 and consideration will be on February 20, 2018.
- ZC 2017-402b and SUP 2017-283: U-Haul, Grissom Rd and Timberhill (CB 4433 BLK 101 Lot 103), proposes to rezone from Sustainability Overlay to Commercial Industrial Overlay so they can build a self-storage facility. They want this facility to include Auto (RV) and Boat storage which requires a Specific Use Permit in a B-3 district. The Zoning Commission heard the cases on January 23, 2018 and recommended denial. The public hearing was held at City Council on February 6, 2018. The owner of the property representing the applicant withdrew the request to rezone from Sustainability Overlay to Commercial Industrial Overlay. The owner asked to have the SUP changed for another use such as vehicle storage to be reconsidered by the Zoning Commission at a future date. As the SUP amendment was not posted for action, Council could not take action on the SUP request. Staff had a phone conference with U-Haul and asked the applicant to inform them once a use allowed in the Sustainability Overlay has been identified by the applicant so staff can meet with the applicant, review the proposed use, and inform the applicant of his options.
- Board Of Adjustment
  - Two cases have been received: No. 2018-218 – Applicant Courtyard Café requests a variance to allow a Pole Sign at 7600 Eckhert Rd and 2018-220-Applicant Javier Pompa requests a variance to allow for a carport in the back yard at 7303 Linkmeadow. A date for the March meeting has not been finalized.
- Plats
  - Replat 2018-001, a replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Heubner Road near Hoofs establishing Huebner Road Commercial, Lots 8, 9, and 10, CB 4445. Proposed replat will create 3 lots. The replat undergoing preliminary review. The land is undeveloped and is currently zoned B-1 and B-2. A pre-development site plan review meeting was held and the applicant is considering his options for development on the site. The applicant has postponed his plat application until he moves forward with the necessary zoning. A SUP will be required for new development on the site for commercial projects because it is adjacent to residential zoning.
- OnIt
  - Staff continues to work with the OnIt team to resolve zoning and code enforcement cases. Staff provides support to the Code Enforcement Officers conducting research and preparing notices of violation.
  - Council held public hearing for 6643 Grist Mill on February 6, 2018, and declared the site a public nuisance and substandard building, and ordered demolition. On February 6, 2018, the property owner contacted staff via email and stated the property has been sold. Staff confirmed that the property has been sold.
  - Staff is continuing site visits with the Audit Team at the Northwest Industrial Park.
- Permitting And Records Management
  - 60 customers were served from February 1 -13, 2018, at the Community Development office.
  - 26 projects were processed or are in progress including 1 Certificate of Occupancy from February 1 - 13, 2018.
- Development Meetings
  - Director met with Kevin White of White-Conlee Builders, who submitted a tree preservation variance request. The proposed project is to construct apartments on the site located on Grissom Road. There was no quorum at the Tree Advisory Board meeting on February 12, and the

meeting will be rescheduled. The variance is tentatively scheduled for the March 6 City Council meeting.

- Director met with property owner concerning a proposed commercial development on Eckhert Road.
- Director met with developer concerning a commercial development on Huebner Road. A pre-application meeting was also held concerning proposed development options.
- A pre-application meeting was held with a developer to discuss a commercial development on W. Timco. The project will incorporate sustainability practices including pervious paving and solar.
- Staff met with a business owner concerning a sign proposal for a property located at Bandera Road and Huebner.
- Staff had a second meeting with the manager of the Bandera Business Park located on Bandera Road to discuss a screening fence for the auto storage in the complex; this will abate unscreened auto storage on the site.
- Staff provided input on an architectural design concept for a proposed project on Bandera Road near Loop 410 in order to meet the Commercial/Industrial Overlay District standards.
- Hike And Bike Trail Committee
  - The Committee met on February 13, 2018, to discuss park amenities and past and future finance.

### **City Secretary**

- Since the last report, the City Secretary's Office has processed 13 open record requests. Those requests were for: construction plans, permit information, solid waste contracts, bid documents, and traffic study records.
- Worked on City Council meeting minutes and agendas.
- Continued preparing for the April 5, 2018 Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4<sup>th</sup> Event.
- Preparing and Annual Report to present at Council or in upcoming City Manager Report.
- Preparing for a purge of records that were set for destruction in December of 2017.
- Ongoing Projects:
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage
  - Working to set a date for the TOMA, Ethics and PIA training
  - Serving as Alamo Chapter TMCA, Inc. President (since 2014), preparing agendas and events.

### **Library**

- Currently working on state report for Texas State Library and Archives Commission.
- Expanding children's Spanish language collection, picture books, chapter books and young adult.
- Have worked with Spectrum and upgraded internet speed in library from 15:2 to 100:10 at a LESSER cost. Significant difference.
- Looking into rewiring library adequately for technology and adding internet access in the children's wing/meeting room addition.
- Summer reading is being planned. Theme this year is LIBRARIES ROCK!
- Spring Break Maker Space Event – 2nd Annual to be Monday, March 12, 2018, and Tuesday, March 13, 2018, from 2pm-5pm daily. Working to partner with local businesses and schools. Currently have NISD involved with our 3D printing lab.
- Library's Volunteer Appreciation Party will be on Wednesday, April 18, 2018 from 5:00 p.m.-7:00 p.m. Invitations will be sent out at the start of April.

### **Upcoming Events:**

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, February 20, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Next City Council Meeting March 6th, 2018, at 6:00 p.m.
  - 29th Annual Earthwise Living Day, Conference & Community Center, March 3, 2018 from 9:30 a.m. to 1:30 p.m.
  - Introduction to Yoga FREE taught by Yoga Seva Institute: Sundays starting March 4, 2018 through April 29, 2018 (no class April 1 – Easter) 3:00 p.m. - 4:30 p.m. at the Library.
  - Second annual MakerSpace Event at the library during Spring Break: Monday, March 12, 2018 and Tuesday, March 13, 2018 from 2:00 p.m.-5:00 p.m. daily.
  - Hiding in the Spotlight Play presentation at the library, Saturday, March 10, 2018 at 12:30 p.m.
  - Trash & Treasure Sale, Community Center, March 31, 2018 from 9:00 a.m. until 2:00 p.m.
  - Library Volunteer Appreciation Event at the library Wednesday, April 18, 2018 from 5:00 p.m.-7:00 p.m.
  - May 7, 2018, General Election Filing Period, January 17th – February 16th, 2018.
  - Volunteer Appreciation Dinner, Conference Center, April 5th, 2018, at 6:00 p.m.
  - Basura Bash 2018 Saturday, February 17, 2018, registration and breakfast is from 8:00 p.m. – 9:00 a.m. and waterways cleanup is 9:00 a.m. – 12:00 p.m. Volunteers are meeting in the HEB parking lot (5601 Bandera Rd.).
  - Leon Valley Raw, Vegan, Vegetarian Society Meeting, February 17, 2018, from 1:30 p.m. - 4:30 p.m. Fire Department Training Room.
  - Alamo Area MPO Public Meeting for Bexar County Area February 21, 2018, at 6:00 p.m. at VIA Metropolitan Transit 1021 San Pedro 78212.
- Committee Meetings:
  - Citizen Police Advisory Committee Meeting February 21, 2018, at 6:00 p.m. at City Hall.
  - Zoning Commission Meeting February 27, 2018, at 6:30 p.m. at City Hall.
  - Earthwise Living Committee Meeting February 28, 2018, at 5:30 p.m. at the Public Works Service Center.
  - Library Board of Trustees Meeting March 13, 2018, at 5:30 p.m. at the Leon Valley Public Library.